



DEPARTMENT OF CONSUMER AFFAIRS CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF CONSUMER AFFAIRS	RELEASE DATE:	Thursday, August 20, 2009
POSITION TITLE:	Deputy Director, Medical Board of California	FINAL FILING DATE:	Tuesday, September 8, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	08192009_12

POSITION DESCRIPTION

The Deputy Director of the Medical Board of California (MBC) is the first organizational level solely responsible for assuring the efficient and effective daily operations of the organization, the delivery of program services and compliance with statutes. The incumbent has full delegated authority to act on behalf of the Executive Director over all policy, resource allocation, personnel, fiscal, and licensee disciplinary matters and will provide oversight to MBC's Chief of Enforcement and Chief of Licensing. In addition, the Deputy Director will serve as a liaison with other agencies such as the Legislature, State and Consumer Services Agency, other state departments, and consumer organizations. Incumbent will plan, organize and direct the activities of the Board's administrative services functions including, but not limited to:

- Manages, plans, and directs the activities of professional, technical, and clerical staff whose functions include: personnel, information systems, staffing of standing and ad hoc committees of the Board, research and analytical services, contract development, business services, procurement and other administrative functions as necessary to carry out the Board's policies and directives to carry out the Board's mission.
- Independently accepts or proposes alternatives for stipulated settlement which requires formal adoption by the Board.
- Develops and implements policies and procedures for the efficient and effective administration of the Board's programs.
- Review draft accusations and statement of issues to ensure action is warranted.
- Acts independently to accept or negotiate alternatives for stipulated settlement agreements upon the recommendation of the Attorney General's Office.
- Provides programmatic oversight for the Administrative Services Programs, including promulgating and interpreting policies established by the Board members and the Executive Director.
- Delegates development and implementation of specific policies and procedures for jurisdiction of the Board, through subordinate managers and supervisors.
- Provides guidance to staff, Board members, professional organizations and the public with regard to laws and regulations governing the Board's functions.
- Represents the Board, including Enforcement and Licensing, in meetings, negotiations, hearings, and other forums.
- Acts on behalf of the Executive Director, with full delegated authority over all policy, resource allocation, personnel and licensee disciplinary matters, including the approval of legal documents such as Accusations, Statements of Issues, Stipulated Settlements, Interim Suspension Orders and others;
- Acts as the principal administrator for Board programs.

Assigns programs to staff, establishes board priorities, directs the accomplishments of goals and objectives and evaluates results. • Represents the Board to the Department of Consumer Affairs, Department of Finance, State and Consumer Services Agency, and to the Legislature on budgetary matters. • Approves major expenditures, and authorizes redirection of funds within Board programs to meet goals and priorities. • Directly selects, supervises, trains, and evaluates the performance of managers and second level reporting supervisors. • Oversees and participates in the development of the MBC Annual Report. • Maintains current knowledge and information about a wide variety of issues and topics which impact or relate to the Board's functions or policies.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of

administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- **Managerial Ability** -- Possess the ability to manage diverse activities, including planning, organizing and directing a program. The ability to effectively interact with Executive Management, legislative committees, the public, other State agencies, programs and labor and industry representatives.
- **Program Analysis Skills** -- Experience in analyzing complex program issues or problems and developing policies or specific solutions.
- **Management Skills** -- Experience demonstrating the ability to manage a program in State government, including planning, organizing, and directing program operations, experience in strategic planning, policy development, leadership, supervision and organizational awareness.
- **Communication Skills** -- Possess excellent oral and written communication skills demonstrating the ability to be a leader and motivator, use tact and persuasiveness in achieving results; demonstrated ability to deal with a variety of public and private persons and groups in matters of significant political and economic sensitivity.
- **Technical Skills** -- Practical understanding and demonstrated knowledge of education, examination, enforcement and licensure operations of a regulatory function.
- **Administrative Skills** -- Demonstrated knowledge of the activities of a regulatory agency, the Administrative Procedures Act and the Medical Practice Act. Knowledge of the budget process,

personnel management and business services; must possess a working knowledge of the legislative process.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Medical Board of California**, with the **DEPARTMENT OF CONSUMER AFFAIRS**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application and Statement of Qualifications evaluation. The State of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" and "Screening Criteria" noted in this examination bulletin. The Statement of Qualifications may also serve as a documentation of your ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

All applicants will be notified of the results. It is anticipated the results of this examination may be used to fill subsequent vacancies in this classification within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

FILING INSTRUCTIONS

Application and Statement of Qualifications must be postmarked by September 8, 2009. Interagency mail received after September 8, 2009 will not be accepted. Faxed and emailed applications will not be accepted.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF CONSUMER AFFAIRS, Selection Services and Recruitment Section
1625 N. Market Blvd. Ste. N321, Sacramento, CA 95834
Margo Cooper | (916) 574-8305 | margo_cooper@dca.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF CONSUMER AFFAIRS reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>